

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

August 2, 2016
8:30 a.m.
Morton Community Center
Multi-Purpose Room

Members present were Bradley L. Cohen, Brooke E. Folkers, Jason D. Huber, and Thomas J. Kent. Clerk Sana G. Booker presided.

1. APPROVAL OF MINUTES

a. July 26, 2016, Meeting

Ms. Folkers moved to accept the minutes of the July 26, 2016, Board of Works meetings.
Mr. Kent seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Oath of Office: Director of Development – Erik A. Carlson – Mayor

Mayor John Dennis introduced the new Director of Development, Erik A. Carlson, and administered the Oath of Office.

b. Resolution No. BW 2016-3: A Resolution to Authorize the Exchange of Surplus Radios with Lafayette, Indiana – Fire

Fire Chief Heath stated that in June the Department purchased new radios and was able to surplus the old radios. This resolution is to exchange some non-compatible radios with the City of Lafayette for ones the Department will be able to trade in later.

Mr. Kent moved that Resolution No. BW 2016-3 be approved. Mr. Cohen seconded the motion.

The motion was adopted.

c. Declare Items Surplus: Equipment – Fire

Fire Chief Heath requested approval to declare three defibrillators, chargers, and batteries as surplus. Chief Heath stated that the Department is in the processing of purchasing new defibrillators for their engines. He explained that these old defibrillators have no value.

Ms. Folkers moved that equipment declared as surplus be approved. Mr. Cohen seconded the motion.

The motion was adopted.

d. Mileage Reimbursement Rate: Ongoing Basis – Controller

Controller Gray stated that the Board approves the mileage reimbursement rate for official business travel every year. Controller Gray requested that the City follow the Internal Revenue Service rate on an ongoing basis rather than yearly now.

Mr. Huber moved that the mileage reimbursement rate be approved. Mr. Kent seconded the motion.

The motion was adopted.

e. Hire: Full-Time Lab Technician – Jordan Kurth – WWTU

WWTU Director Henderson requested approval to hire Jordan Kurth as a full-time Lab Technician for the WWTU Department. Director Henderson stated that this position had been a part-time position for the past several years. Due to the additional testing required for phosphorous monitoring, this position has since changed to full-time. The bi-weekly salary for Mr. Kurth will be \$1,320.00, starting August 15, 2016.

Ms. Folkers moved that the hire of Jordan Kurth be approved. Mr. Cohen seconded the motion.

The motion was adopted.

f. Change Order No. 1: 2016 Concrete Road Repair – Fairfield Contractors, Inc. Engineering

Engineering Assistant Garrison requested approval for Change Order No. 1 for the 2016 Concrete Road Repair with Fairfield Contractors, Inc. Mr. Garrison explained this change order is for trip hazards found near the original project. Fairfield agreed to add the additional work into their contract.

Mr. Kent moved that Change Order No. 1 with Fairfield Contractors be approved. Mr. Cohen seconded the motion.

The motion was adopted.

g. Agreement: City Code Website Updates – Municode – Clerk/IT

Clerk Booker explained that the City has worked with Municode for over ten years now. We are now in the process of working on a recodification program. Clerk Booker requested approval to enter into agreement with Municode to update the City Code Book and website.

Ms. Folkers moved that the agreement with Municode be approved. Mr. Huber seconded the motion.

Mr. Kent asked where Municode was located, to which Clerk Booker replied Tallahassee, Florida.

The motion was adopted.

h. Elevation: Sergeant – Adam S. Ferguson – Police

Police Chief Dombkowski requested approval to elevate First Class Officer Adam S. Ferguson to Sergeant effective July 28, 2016. Mr. Ferguson's new bi-weekly salary will be \$2,446.38, with a \$0.50 shift differential.

Ms. Folkers moved the elevation for Adam S. Ferguson be approved. Mr. Kent seconded the motion.

The motion was adopted.

i. Agreement: West Lafayette Farmers Market – Lexi Ritchie – Development
Marketing and Grants Administrator Shaw requested approval to enter into agreement with Lexi Ritchie. Ms. Shaw explained that Ms. Ritchie will work every Wednesday beginning tomorrow until November 24, 2016, at the rate of \$40.00 per market.

Ms. Folkers moved that the agreement with Lexi Ritchie be approved. Mr. Huber seconded the motion.

Mr. Cohen asked what type of tasks Ms. Ritchie would be performing, to which Ms. Shaw responded she would get all the tents out, set up the musician, and work the information booth.

The motion was adopted.

j. Claims

- | | |
|----------------|--------------|
| i. AP Docket | \$13,201.37 |
| ii. AP Docket | \$2,477.96 |
| iii. PR Docket | \$117,037.73 |

Ms. Folkers moved that the claims be approved. Mr. Kent seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

k. Informational Items

i. Park Board Dockets

There were no questions or comments about the listing.

l. Other Items

► Engineering Assistant Garrison stated that the CSO and Happy Hollow projects are going quite well right now. He stated that the street projects began milling on Hamilton Street yesterday, and there will be milling on Frontage Road and Nighthawk Drive today. He stated that there are members of the Purdue Police and Engineering Departments here to talk about what to expect for Purdue move-in, especially with the new Honors College and construction in the area.

► Street Closing – 3rd Street – Purdue Police Department

Purdue Police Chief Cox stated that he has a request for a street closing. He noted that we are preparing to welcome back 40,000 students for the school year. He explained that there will be communication from the University about traffic patterns and partial closings. The request today is regarding the new Honors College as they finish the new building exterior. He requested to close 3rd Street from Martin Jischke to Russell Street on August 15 and 16, 2016. Those are the move-in dates for the Honors College. They need the ability to park cars and have restrictions on 3rd Street. He explained that the closure will protect the pedestrians, students, and parents who are unloading. He noted that several officers from the Purdue Police Department will be there to manage the closing. In response to a question from Corporation Counsel Burns, Chief Cox stated that the hours for the closing will be from 6 a.m. to 6 p.m. on both days. He added that there will also be Boiler Gold Rush staff to assist with the move-ins.

Mr. Kent asked if the parking orientation will be altered when Russell Street gets transposed to a two-way.

Jim Knapp, Purdue Facilities, responded that Russell Street changing to two-way does adjust the parking, and they will be looking this week at the new parking spots and bus route stops. He stated that they are restricting parking this week to start re-striping.

Engineering Assistant Garrison added that there will be temporary parking removal for the week while the striping is being done, in order to have room to work. He explained that traditionally Russell Street has been parallel parking on both sides of the road. Now it will be facing north on the east side of the road instead of facing south. There will be some spaces lost for a loading zone, and also some dedicated bus lanes. He explained that this is still in the works and it is a temporary switch. When the permanent resurfacing and re-striping is done next year, they will make sure that they know exactly where it is going to be.

Ms. Folkers moved that the street closing of 3rd Street be approved. Mr. Kent seconded the motion.

The motion was adopted.

► WWTU Director Henderson stated that Fire Chief Heath and his Department had the ladder truck out last week at the CSO Project verifying that they would have access to places in case of an emergency. While in the area, they took some aerial photos from the ladder truck. Director Henderson stated that he has posted those pictures on Twitter and the City's Official page. He thanked Chief Heath for sharing the pictures of the project.

► Police Chief Dombkowski stated that schools will be back in session next week in West Lafayette. They are working with school officials at this time to make sure the school zones are working properly. They will be transitioning their traffic unit into those school zones and then back into the construction zones.

► Parks Superintendent Fawley stated that the pool will close for the season on Sunday. The Park Board approved no smoking in the parks a couple weeks ago. They will use the rest of this year to help get the information out to the public. She explained this includes no smoking on the trails, on any playground, and anywhere on a parks property. She wanted to clarify that the Happy Hollow Trail is not completed yet. New railings and some other little details still need to be completed at this time.

Mr. Cohen asked when the no smoking in the parks was to become effective, to which Ms. Fawley responded it is effective now. Their main focus for the rest of this year is to make the public aware of the new rule.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Cohen moved that the meeting be adjourned, and Clerk Booker adjourned the meeting.